

Essay Editing

CHECKLIST

STRUCTURE AND ORGANIZATION

- Does my essay have a clear introduction, body, and conclusion?
- Does my introduction outline the thesis or central proposition and prepare the reader for what will follow?
- Do I advance my argument in logical stages as the essay progresses?
- Are the major points I make in the essay clearly connected?
- Do I clearly express the relationship between them?
- Have I limited the analysis to one main point per paragraph?
- Is it clear how each paragraph connects to the previous one?

COHERENCE, CONTENT, AND ANALYSIS

- Are my paragraphs clearly connected and coherent?
- Do I commence each paragraph with a relevant topic sentence that builds on the argument presented in the paragraph before?
- Does the discussion progress smoothly and logically?
- Does each sentence clearly follow on from the one before?
- Is the case presented clearly and completely in each paragraph or is further evidence or detail required?
- Are the transitions (add link) between paragraphs and sentences effective and varied?
- Are all the quotes I have used directly relevant to the case I have put forward?
- Have I supported the claims I have made with data, examples, or citations?
- Are the sources I have used during my research process reliable and credible?
- Is the research up to date?
- Have I cited the sources correctly?
- Are the people I am citing authoritative sources of information?
- Have I verified the accuracy and reliability of any statistical calculations?

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PURPOSE

- Is my thesis, central proposition, or main argument presented in the introduction?
- Do I take a position on this topic? If so, do I make this position clear throughout the essay?
- Do all the major points I make in the essay contribute to achieving its overall purpose?
- Does the conclusion summarise my argument in a compelling way and pull together the analysis that was presented within the essay?

LANGUAGE AND FORMATTING

- Are my paragraphs clearly connected and coherent?
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